

APPLICATION
MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



Administrative Variance Application to the Director of Planning & Environmental Resources

Administrative Variance Application Fee: \$1,248.00

Date of Submittal: ____/____/____
Month Day Year

Property Owner:

Agent (if applicable):

Name

Name

Mailing Address (Street, City, State, Zip Code)

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Daytime Phone

Email Address

Email Address

Legal Description of Property:

(If in metes and bounds, attach legal description on separate sheet)

Block Lot Subdivision Key

Real Estate (RE) Number

Alternate Key Number

Street Address (Street, City, State, Zip Code)

Approximate Mile Marker

Land Use District Designation(s): _____

Present Land Use of the Property: _____

Total Land Area: _____

Pursuant to Monroe County Code, the Director of Planning & Environmental Resources is only authorized to grant the following variances:

- (a) Reduction in the front yard and rear yard non-shoreline setback requirements by no more than ten (10) feet and side yard non-shoreline setback requirements by no more than twenty (20) percent.
- (b) Reduction in the off-street parking requirements by no more than twenty (20) percent.

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- (c) Reduction in the buffer-yard width requirements for Class C, D, E, and F district boundaries, major streets, and scenic corridors by no more than ten (10) percent.
- (d) Reduction by no more than ten (10) percent in the total area of landscaping required for off-street parking and loading.

Please provide the standard required by the land development regulations: _____
(i.e. front yard setback of 25 feet, 100 off-street parking spaces, etc.)

Please provide that requested: _____
(i.e. front yard setback of 20 feet, 90 off-street parking spaces, etc.)

All of the following standards must be met in order to receive variance approval. Please describe how each standard shall be met.

- 1) The applicant shall demonstrate a showing of good and sufficient cause:

- 2) Failure to grant the variance would result in exceptional hardship to the applicant:

- 3) Granting the variance will not result in increased public expenses, create a threat to public health and safety, create a public nuisance or cause fraud or victimization of the public:

- 4) Property has unique or peculiar circumstances, which apply to this property, but which do not apply to other properties in the same zoning district:

- 5) Granting the variance will not give the applicant any special privilege denied other properties in the immediate neighborhood in terms of the provisions of this chapter or established development patterns:

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- 6) Granting the variance is not based on disabilities, handicaps or health of the applicant or members of his family:

- 7) Granting the variance is not based on the domestic difficulties of the applicant or his family:

- 8) The variance is the minimum necessary to provide relief to the applicant:

All of the following must be submitted in order to have a complete application submittal:
(Please check as you attach each required item to the application)

- ☐ **Complete administrative variance application** (unaltered and unbound);
- ☐ **Correct fee** (check or money order to Monroe County Planning & Environmental Resources);
- ☐ **Proof of ownership** (i.e. Warranty Deed);
- ☐ **Current Property Record Card(s) from the Monroe County Property Appraiser;**
- ☐ **Location map;**
- ☐ **Photograph(s) of site from adjacent roadway(s);**
- ☐ **Boundary Survey, prepared by a Florida registered surveyor – three (3) sets** (at a minimum, survey should include elevations; location and dimensions of all existing structures, paved areas and utility structures; all bodies of water on the site and adjacent to the site; total acreage by land use district; and total acreage by habitat);
- ☐ **Site Plan, prepared by a Florida registered architect, engineer or landscape architect– three (3) sets** (drawn to a scale of 1 inch equals 20 feet, except where impractical and the Director of Planning authorizes a different scale). At a minimum, the site plan should include the following:
 - ☐ Date, north point and graphic scale;
 - ☐ Boundary lines of site, including all property lines and mean high-water lines;
 - ☐ Land use district of site and any adjacent land use districts;
 - ☐ Locations and dimensions of all existing and proposed structures and drives;
 - ☐ Type of ground cover (i.e. concrete, asphalt, grass, rock);
 - ☐ Adjacent roadways;
 - ☐ Setbacks as required by the land development regulations;
 - ☐ Location and dimensions of all parking spaces (including handicap accessible, bicycle and scooter) and loading zones;
- ☐ **Typed name and address mailing labels of all property owners within a 300 foot radius of the property.** This list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 300 foot radius, each unit owner must be included;

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If applicable, the following must be submitted in order to have a complete application submittal:

- ☐ **Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

If for any reason the administrative variance application requires review and consideration by the Monroe County Planning Commission, additional fees, mailing labels and copies of all plans shall be required prior to item being scheduled for commission review.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant: _____ **Date:** _____

Sworn before me this _____ day of _____

Notary Public
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.

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AFFIDAVIT

(State of Florida)
(County of Monroe)

Before me, the undersigned authority, personally appeared _____, who, after being duly sworn deposes and says that the following statements are true and correct to the best of his/ her knowledge and belief.

1. That a waterproof sign containing a legal notice for _____
for the property was placed at properties legally described as _____,

_____ Key, Monroe County; with the following Real Estate Number(s) _____
_____ on the _____ day of _____, _____. This
waterproof sign contained an area of at least four (4) square feet. The sign containing the Legal
Notice was placed on the properties in compliance with the 30-day posting requirements of the
Monroe County Code. The sign is clearly visible from all public streets adjacent to the property. It
provides a brief description of the proposed variance and it indicates where the public may examine
the application.

2. A photograph of that waterproof sign containing the Legal Notice is attached hereto.

Witnesses (2):

Name of Affiant:

(Name)

(Name)

Date

Date

(Name)

Address

Date

City, State, Zip Code

(Name)

STATE OF FLORIDA
COUNTY OF MONROE

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by
_____, who is personally known to me or who has
produced _____ as identification and who did take an oath.

NOTARY PUBLIC

Sign _____

Print _____

State of Florida at Large (seal)

My Commission Expires: